

Employment and Staffing

Volunteer Service

Summary of Changes. This regulation provides guidance regarding the employment of “volunteers” within the California National Guard Federal Technician Program.

Applicability. California National Guard Full-time Personnel Regulation (CNGFPR) applies to all California Army and California Air National Guard technicians and to commanders, managers and supervisors (military or civilian) with authority or responsibility over technician personnel management.

Proponent and Exception Authority. The proponent of this regulation is the Joint Force Headquarters, J-1, Directorate for Human Resources. The proponent has authority to approve exceptions to this regulation when they are consistent with controlling laws and regulation.

Supplementation. Supplementation of this regulation is prohibited.

Suggested Improvements. Users of this regulation are invited to send comments and suggested improvements to Joint Force Headquarters, Directorate for Human Resources, 9800 Goethe Road, Sacramento, CA 95826-9101.

Distribution. Distribution of the regulation is Army - A and Air Force - F.

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1. Purpose.
This technician personnel regulation establishes the volunteer service plan, policy and guidance for the California National Guard Technician Program.

2. References.
Section 3111 of Title 5, United States Code (USC); Section 8101 of Title 5, USC; and Part 308 of Title 5, Code of Federal Regulations (CFR), establish the statutory and regulatory authority for the volunteer service.

3. General Information.
a. The service of volunteers is limited to activities that would not otherwise be performed by a technician and which will not replace the hiring of or result in the displacement of technicians.
b. Volunteers are not considered to be Federal employees for any purpose other than injury compensation or laws related to the Tort Claims Act. A volunteer is not subject to the provisions of law relating to Federal employees, including those relating to hours of work, rates of compensation, leave, unemployment compensation, and Federal employee benefits.

c. The individual generally initiates volunteer service. However, if a manager or supervisor is interested in establishing a volunteer service program in the organization he/she may initiate contact with local institutions to solicit applications.

d. Volunteer service under 5 USC 3111 is limited to services performed by a student with the permission of the school where the student is enrolled as part of a program established for providing educational experience for the student. Other volunteer service under 5 USC 8101 may be used in limited situations (e.g. in military museums, or family support programs); such service is uncompensated.

4. Documentation of Initial Service.

Although volunteers are not Federal employees their service like any other type of work experience, may be creditable as "related experience" under examination/rating schedules. The Guide to Processing Personnel Actions states that agencies are responsible for determining how to document volunteer service; a "Notification of Personnel Action" (SF-50) cannot be used to document volunteer appointments. The CNG Form 690-42, Documentation of Volunteer Service, has been created to document volunteer service with the California National Guard Federal technician program. The original copy of the form would be completed upon entering volunteer service and provided to the volunteer. Documentation of volunteer service will be prepared by the appropriate management official and a copy will be forwarded to Office of the Adjutant General, Directorate for Human Resources, 9800 Goethe Road, Sacramento, CA 95826-9101.

5. Documentation of Completion of Service.

Upon completion of the period of volunteer service the appropriate management official will complete the CNG 690-42 and forward a copy to Office of the Adjutant General, Directorate for Human Resources, 9800 Goethe Road, Sacramento, CA 95826-9101. Records of the completed volunteer service will be maintained in the Directorate for Human Resources.

FOR THE GOVERNOR:

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